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Program Enhancement Plan
Child Welfare Case Process Committee
Meeting Notes
Pyle Center, April 5, 2005

1. Full Committee Meeting - Reggie Bicha and Connie Klick

Reggie and Connie provided updates to the committee regarding the structure of the workgroups. Safety Standards and related documentation requirements will be written separate from the committee meetings and once drafted will be shared with the full committee for feedback and comments. Members of the Safety workgroup will join either the Access/Initial Assessment workgroup or the Ongoing Services Workgroup.

Additionally, the Access/Initial Assessment workgroup will form two smaller groups to work on PEP items. One group will finalize the Access Standards while the other group will work on revising the Case Finding Memo and the CPS Investigation Standards. Similarly, the Ongoing Services workgroup will form smaller groups to focus on 1) family interaction, case worker contact, and focus groups, and 2) revision of the Ongoing Standards.

2. Workgroup Meetings (Safety, Access/Initial Assessment, and Ongoing Services)

Each workgroup met separately for approximately 4 hours to discuss and review draft policies related to the requirements of the PEP.

3. Full Committee Meeting

The committee reconvened at the end of the day with each workgroup providing updates. The committee also discussed the electronic bulletin board and the process for approving policy after the CW Case Process Committee finalizes them.